

# WESTERN ARCHIVES INSTITUTE

## Application Information and Instructions

### APPLICANT QUALIFICATIONS

Participation in the Western Archives Institute is by application only. To be considered for selection to the Western Archives Institute, applicants must be working with historical records; *or* anticipate working with historical records in the next year. Supervised volunteer work and intern experience may be counted as work experience.

Individuals enrolled in graduate programs in history or library science will be asked to provide information about their program of study.

Those not meeting these qualifications may apply for special consideration provided they can give evidence of relevant experience and can demonstrate a need for archives education.

### GENERAL INFORMATION

- All applications should be fully completed. Applications should be typed or clearly printed in black ink. Applications are available via e-mail as Word document attachments by contacting the WAI Administrator.
- **Applications must be *received* absolutely no later than March 15, 2004.** Applications received after that date will not be accepted.
- The Western Archives Institute Joint Management Committee reviews the applications *after* the application deadline. Participants are principally selected on the basis of their urgency of need, prior education, nature and quantity of their present work or anticipated work in caring for archival materials, and any future opportunities for archival education. All applicants receive equal consideration without regard to geographic location or institutional affiliation. To assist the Management Committee in making certain that those with the most urgent need are admitted, it is important for applicants to provide as much information as possible about themselves, their experience, education, institution (if any), and what they hope to learn from the Western Archives Institute.
- Please do not send a resume or curriculum vitae.
- There is a \$100 application fee. Please make the check payable to: "SCA-Western Archives Institute."
- For any questions about the application, applicant qualifications, or the review process, please contact the Western Archives Institute Administrator.

Administrator  
Western Archives Institute  
1020 O Street  
Sacramento, CA 95814  
(916) 653-7715  
FAX: (916) 653-7134  
[ArchivesWeb@ss.ca.gov](mailto:ArchivesWeb@ss.ca.gov)

## COMPLETING THE APPLICATION

### I. Personal Information

**Name:** Give your name as you would wish it to appear on a “Certificate of Completion” if you are admitted to the Western Archives Institute.

**Phone Number:** Indicate whether the number(s) you provide is work or home.

**E-mail:** Please include an e-mail address, if available- *Please note that initial notification of admission will be sent by e-mail. To expedite your notification, an e-mail address will be required.*

**Address:** If you are providing a home address, please indicate that it is a home address.

### II. Related Education

A degree is not required to attend the Western Archives Institute.

Students presently enrolled in a graduate education program are requested to provide information concerning their course of study including: 1) degree being sought, 2) expected degree date, 3) program description, and 4) whether program includes any courses in archival studies.

### III. Other Relevant Education

Describe *any* workshops, courses, internships, or other experiences that you have attended that may be relevant to the care of archival records or records management. Workshops may include, but are not limited to, those offered by regional archival associations, the Society of American Archivists, ARMA, historical societies, or other related organizations or institutions.

### IV. Related Experience

Please describe your current duties and indicate what percent of your time is spent engaged in the care and management of archival materials. Please describe your previous positions and the percentage of time engaged in care and management of archival records in those positions. Volunteer experience should be included.

### V. Essay: What do you expect to learn from the Institute?

Please describe how the training provided by the Western Archives Institute will benefit you or will impact particular records that you may be working with now or in the future. You may list particular questions that you might wish to have answered through the training.

### VI. Institutional Information

To assist the Western Archives Institute Management Committee and faculty members in understanding your particular needs, please briefly describe your institution and its holdings and check which types of records you work with or that your institution holds. Please indicate if there is something notable, like a large audio-visual or photograph collection. However, please be aware that the Institute may not be able to address your particular type of holdings in great detail.

### VII. Your Experience

To assist faculty in understanding the various levels of experience of potential participants, please indicate the types of archival management tasks that you have performed. You may provide more detail, if you wish, but please limit the length of any additional detail that you provide.

### VIII. Western Archives Institute Scholarship

Scholarship recipients are also selected on the basis of urgency of need.

**IX. Preliminary Housing/Meal Registration Form**

To facilitate planning with the conference site, please indicate your housing, meal and parking needs, if you are admitted to the Western Archives Institute. While it may be difficult to know specific needs so far in advance, it is essentially that adequate space is reserved for participants.

**X. Letter of Reference**

A letter of reference should be from someone who is familiar with your work with archival materials. Or, if you anticipate working with archival materials, the letter should be from someone familiar with your anticipated responsibilities. A separate letter may be attached.

# WESTERN ARCHIVES INSTITUTE

## Application Form

**The application must be completed in full and received no later than March 15, 2004. Do not attach a resume.** *Electronic version of application is available by contacting the WAI Administrator at:*

[ArchivesWeb@ss.ca.gov](mailto:ArchivesWeb@ss.ca.gov).

***Admission to the Western Archives Institute is by application only. Only those individuals who have applied will be considered for admission.***

### I. Personal Information

<b>Name:</b>  	<b>Phone number</b>  <b>E-mail:</b> <i>indicate work or home</i>  
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<b>Address:</b> <i>indicate if work or home</i>  	<b>City</b>  	<b>State</b>  	<b>ZIP</b>  
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### II. Education *Additional information may be attached on a separate page.*

Name/Location of School	Major	Degree	Date Rec'd

***Students presently enrolled in a graduate education program are requested to provide information concerning their course of study including: 1) degree being sought, 2) expected degree date, 3) program description, and 4) whether program includes any courses in archival studies.***

### III. Other Relevant Education

(workshops, seminars, etc.) Include program name, dates and sponsoring organization, when known.

### IV. Related Experience

Begin with most recent experience. Include volunteer and intern positions, if applicable. Please indicate the percentage of time spent on archival work.

Dates	Job Title & Employer	Synopsis of Duties/Percentage

**V. Essay**

**WHAT DO YOU EXPECT TO LEARN FROM THE INSTITUTE?**

**Complete your response in the space provided below.**

## VI. Institutional Information

- A. Please provide a brief description of your institution, if any. (Example: public library with local government records and papers of prominent citizens). **Do not include pamphlets or other printed materials.**

**B. Institutional Holdings** – to assist faculty members in planning their sessions, please indicate the general types of record that you work with or your institution holds.

- ☐ Personal papers (diaries, manuscripts)
- ☐ Institutional records (university, corporate)
- ☐ Government records
- ☐ Publications
- ☐ Oral histories
- ☐ Photographs - ☐ large collection(s)
- ☐ Electronic records
- ☐ Audio-visual materials
- ☐ Artifacts (three-dimensional objects)
- ☐ Other significant holdings not listed above

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**VII. Your experience** – Again, to assist faculty members in planning their sessions, please answer the following questions concerning your experiences. *You may provide more detailed description, if you wish.*

1. Are you presently caring for or anticipate caring for archival materials?  
In other words are you/will you be responsible for acquisition, appraisal, arrangement and description of the records?  
☐ **yes** ☐ **no**
2. Are you responsible or will you be responsible for the physical care of the records, i.e., storage and preservation treatment such as cleaning, mending, etc.?  
☐ **yes** ☐ **no**
3. Do you or will you provide some type of reference service, either to the public or within your organization?  
☐ **yes** ☐ **no**
4. Are you or will you be responsible for a physical archival facility whether a history room, building, or other space designated for archival holdings?  
☐ **yes** ☐ **no**
5. Do you have guides, card catalog, or some other finding aid to your institution's holdings? If yes, what?  
☐ **yes** ☐ **no**
6. Does your institution have a web site? If yes, please provide URL:  

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If no, skip to question #
7. Are you responsible for creation and/or maintenance of the web site?  
☐ **yes** ☐ **no, someone else does it**
8. Do you have documents available on the web site?  
☐ **yes** ☐ **no**
9. Do you provide reference services through the web site including responding to e-mail inquiries?  
☐ **yes** ☐ **no**
10. Do you currently use any archives automation software to maintain records of your holdings? If yes, what?  
☐ **yes** ☐ **no**



## VIII. Western Archives Institute Scholarship

The Western Archives Institute Scholarship is to assist with tuition. A limited number of scholarships to assist with tuition will be available for the 2004 program.

Applicants who meet the qualifications for admission to the Western Archives Institute are eligible to apply for the scholarship. Preference is given to those who are actively engaged in archival work, but who have not had the opportunity for formal archival training.

**DO YOU WANT TO BE CONSIDERED FOR THE WESTERN ARCHIVES INSTITUTE SCHOLARSHIP?** *A separate application is not required.*

☐ yes   ☐ no

Indicate below, using percentages the level of support you expect to receive from your institution or other sources for attending the Institute.

	<u>Total Cost</u>	<u>% Support</u>
Tuition	\$650.00	
Room & Board	\$1,450*	
Travel	variable	

\*Estimated costs for single accommodations. Actual costs of room and board to be determined.

**IX.**  
**PRELIMINARY HOUSING / MEAL REGISTRATION FORM**

To assist the Western Archives Institute to better plan for space requirements, please complete this pre-registration form. *Final registration and payment will be due **absolutely no later than April 26, 2004.***

Name \_\_\_\_\_

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**IF YOU ARE ADMITTED TO THE WESTERN ARCHIVES INSTITUTE:**

**Resident Housing and Meals:**

1. WILL YOU REQUIRE ON-SITE HOUSING? If no, skip to question #4.  
☐ yes ☐ no
2. IF YES, WILL YOU WANT SINGLE OR DOUBLE OCCUPANCY?  
☐ Single ☐ Double
3. IF YES, WILL IT BE NECESSARY FOR YOU TO ARRIVE EARLY OR STAY OVER?  
☐ **Arrive on Saturday, June 19**  
*The opening program begins on Sunday, June 20 at 4:30 p.m.*  
  
☐ **Depart on Saturday, July 3**  
*The closing program will end at about 1:30 p.m. on Friday, July 2.*

**Commuter Students**

4. IF YOU DO NOT WANT ON-SITE HOUSING, AND YOU EXPECT TO COMMUTE, THERE ARE TWO OPTIONS FOR LUNCHES.

PLEASE NOTE THAT ON MOST DAYS, THERE WILL BE ONLY ONE HOUR FOR LUNCH. ALL RESIDENT STUDENTS WILL BE EATING IN THE DINING CENTER, WHICH WILL NOT ALLOW FOOD TO BE BROUGHT IN OR TAKEN OUT. MEALS IN THE DINING CENTER ARE ALL-YOU-CAN EAT WITH A WIDE VARIETY OF FOOD CHOICES, INCLUDING VEGETARIAN AND VEGAN. THE DINING CENTER IS NEXT TO WHERE MOST SESSIONS WILL BE HELD.

PLEASE INDICATE YOUR PREFERENCE.

☐ I would prefer to purchase lunch in the Dining Center on a daily basis. This option would allow me to have lunch with other WAI participants or allow me to dine elsewhere. I understand that I might have to bring lunch on days when residents are provided with boxed lunches on account of a site visit. (Estimated cost: variable)

☐ I would prefer to bring my lunch. I understand that there is limited time for lunch and I would not be able to eat with resident WAI participants in the Dining Center.

5. WOULD YOU PARTICIPATE IN A SITE VISIT TO AN ARCHIVAL REPOSITORY ON SATURDAY, JUNE 26? *This would be an all-day trip that would include the site visit in the morning and an afternoon on your own for sightseeing at a nearby attraction. For resident participants, breakfast and dinner will be provided. Lunch will be on your own.*

☐ **yes**

☐ **no**

☐ **depends on the location**

6. DO YOU HAVE ANY SPECIAL DIETARY NEEDS?

☐ **yes** ☐ **no**

If Yes, describe \_\_\_\_\_

7. DO YOU HAVE ANY PARTICULAR ACCESS NEEDS?

If Yes, describe \_\_\_\_\_

8. IS THERE ANY OTHER INFORMATION THAT WE SHOULD KNOW IN PLANNING FOR FACILITIES FOR THE PROGRAM?

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## **X. Letter of Reference**

**To be completed in the space below by someone familiar with your experience and/or need for training.**

**A separate letter may be attached.**

**Please include a phone number. Letter of reference must be signed.**

**Send completed application and a \$100.00 application fee to:**

**WESTERN ARCHIVES INSTITUTE  
1020 "O" Street  
Sacramento, CA 95814  
Phone: (916) 653-7715**

**Make checks payable to *SCA-Western Archives Institute*. APPLICATIONS RECEIVED AFTER MARCH 15<sup>TH</sup> WILL NOT BE ACCEPTED.**

**The application fee will be applied to the \$650.00 tuition, the balance of which is due NO LATER THAN April 26, 2004. Successful applicants will receive confirmation of their acceptance no later than March 26, 2004. Unsuccessful applicants will receive notification by March 26, 2004 with a full refund of the application fee.**

**ALL INFORMATION SUBMITTED ON THE APPLICATION WILL BE SUBJECT TO VERIFICATION.**